

CLEAN SOP SOLUTIONS

K-12 CUSTODIAL OPERATIONS SERIES

ELEMENTARY CLEANING SYSTEM

Area job cards, inspections, routes and periodic work

FACILITY LEADER EDITION



How to Use the Elementary System

A complete field system for early learning and elementary school custodial operations

This book converts broad expectations into assignable work. Add district-approved products, room numbers, service windows and local procedures before training. Demonstrate one method, inspect the visible result and coach consistently.

1. Define	2. Assign	3. Train	4. Inspect
Set service level and frequency.	Load areas into realistic routes.	Demonstrate method and safety.	Verify outcomes and correct gaps.

Level-specific operating focus

Student-height touchpoints, early-learning routines, food debris, playground traffic, health-room readiness and safe room resets.

Required local review

Align this system with district policy, labor agreements, product labels, SDS, bloodborne-pathogen procedures, food-service boundaries, student privacy, accessibility needs, equipment manuals and applicable regulations.

Building Profile and Service Plan

School / building	Enrollment	Gross sq. ft.	Cleanable sq. ft.

Shift	Employee	Hours	Primary route / response role
Day			
Second			
Night			
Weekend / events			

Service-level decisions

Area / program	Target condition	Service window	Owner
Instructional spaces			
Restrooms / health			
Food / commons			
Athletics / events			
Entrances / circulation			

Frequency Matrix

Use these as planning categories. Actual frequency follows use, risk, weather, events and district policy.

Area	Daily / each use	Weekly	Monthly / periodic
Classrooms	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Early Learning Rooms	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Restrooms	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Cafeteria and Commons	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Kitchen Support Areas	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Hallways and Entrances	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Library and Media Center	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Art and Music	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Gymnasium	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Health Room	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Special Education and Sensory Rooms	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Offices and Staff Areas	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed
Exterior Entries and Grounds	Core job card; condition response	Detail edges, vertical surfaces and mold/mildew spots	Monthly deep clean, high dusting, restorative detail as needed

Daily Opening and Day-Shift Response

Priority	Opening check	Response standard
Life safety	Entrances, exits, leaks, trip hazards	Isolate and report immediately
Restrooms	Supply, odor, visible soil, fixtures	Restore service and document closures
Food areas	Breakfast / lunch schedule and spills	Coordinate boundaries and respond promptly
Health / incidents	PPE, response kit, communication path	Follow trained procedure and protect privacy
Weather	Mats, salt, water and tracked soil	Increase entrance service frequency
Events	Setups, public areas and turnover time	Confirm scope before event begins

Response log

Time	Location	Issue / action	Initials

Classrooms

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Check room status and remove waste/recycling	[]
2	Straighten entry and remove loose debris	[]
3	Clean desks and horizontal surfaces per local policy	[]
4	Clean high-touch points	[]
5	Spot-clean doors, glass and walls	[]
6	Vacuum or dust mop open floor	[]
7	Damp mop or spot-clean floor as needed	[]
8	Reset room and document concerns	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products. Secure the area until surfaces and floors are safe.

Early Learning Rooms

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Coordinate around nap, snack and classroom routines	[]
2	Remove waste and food debris	[]
3	Clean approved tables, chairs and touchpoints	[]
4	Clean shared play surfaces according to district schedule	[]
5	Clean sinks and dispensers	[]
6	Vacuum rugs and clean hard floor	[]
7	Reset furniture and learning zones	[]
8	Document damaged toys, spills or supply needs	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products. Secure the area until surfaces and floors are safe.

Restrooms

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Post wet-floor sign and announce entry	☐
2	Remove waste and sanitary disposal	☐
3	Clean mirrors and dispensers	☐
4	Clean and disinfect touchpoints and fixtures per policy	☐
5	Refill tissue, towels, soap and liners	☐
6	Clean partitions and walls as needed	☐
7	Clean floor from farthest point to exit	☐
8	Inspect odor, supply and visible soil	☐

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	☐ Pass ☐ Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products. Secure the area until surfaces and floors are safe.

Cafeteria and Commons

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Coordinate release time with food service	[]
2	Remove waste and food debris	[]
3	Clean tables, seats and touchpoints	[]
4	Spot-clean walls and serving-area exterior	[]
5	Sweep edges before machine cleaning	[]
6	Clean floor with approved method	[]
7	Reset furniture to plan	[]
8	Inspect for pests, odors and spills	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Kitchen Support Areas

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Coordinate boundaries with food-service lead	[]
2	Clean only assigned non-food-contact areas	[]
3	Remove waste and cardboard	[]
4	Clean doors, handles and exterior surfaces	[]
5	Sweep edges and under movable items when released	[]
6	Clean floor using food-service-approved procedure	[]
7	Inspect drains and pest indicators	[]
8	Document completion and unresolved conditions	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Hallways and Entrances

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Remove litter and mats debris	[]
2	Clean entrance glass and touchpoints	[]
3	Dust mop or vacuum traffic lanes and edges	[]
4	Remove spills, gum and marks	[]
5	Damp mop or autoscrub approved flooring	[]
6	Reset mats and inspect trip hazards	[]
7	Check corners, thresholds and baseboards	[]
8	Document leaks, damage and lighting issues	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Library and Media Center

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Remove waste and straighten shared areas	☐
2	Clean service desk and shared touchpoints	☐
3	Dust accessible open surfaces without moving collections	☐
4	Spot-clean glass and doors	☐
5	Vacuum carpet slowly at edges and lanes	☐
6	Clean hard floor sections	☐
7	Reset furniture and equipment	☐
8	Report leaks, pests or damaged furnishings	☐

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	☐ Pass ☐ Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Art and Music

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Confirm instructor cleanup responsibilities	[]
2	Remove waste and dry debris	[]
3	Clean sinks and splash areas	[]
4	Clean shared touchpoints and approved work surfaces	[]
5	Protect instruments, artwork and specialty materials	[]
6	Vacuum or dust mop floor	[]
7	Damp mop approved flooring	[]
8	Report spills or stains needing specialty response	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Gymnasium

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Remove litter and inspect floor before cleaning	[]
2	Use clean dedicated gym-floor tools	[]
3	Dust mop entire floor with overlapping passes	[]
4	Remove approved marks without damaging finish	[]
5	Damp mop or autoscrub only with approved pad and solution	[]
6	Clean bleacher fronts and touchpoints as scheduled	[]
7	Clean entry zones and drinking fixtures	[]
8	Report finish wear, moisture or equipment damage	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Health Room

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Coordinate access with health staff	☐
2	Use dedicated tools and required PPE	☐
3	Remove waste using local health-room procedure	☐
4	Clean and disinfect approved high-touch surfaces	☐
5	Clean cot exterior and privacy surfaces when released	☐
6	Clean restroom if assigned	☐
7	Clean floor and allow required contact time	☐
8	Document completion without recording private information	☐

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	☐ Pass ☐ Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Special Education and Sensory Rooms

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Confirm room-specific safety and privacy needs	[]
2	Use fragrance and chemical controls required by district	[]
3	Remove waste and clean approved touchpoints	[]
4	Do not rearrange adaptive equipment	[]
5	Clean mats and shared equipment only when released	[]
6	Vacuum or clean floor with low-disruption method	[]
7	Reset visual supports and room layout	[]
8	Report concerns through approved staff channel	[]

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	[] Pass [] Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products. Secure the area until surfaces and floors are safe.

Offices and Staff Areas

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Remove waste and recycling	☐
2	Clean shared touchpoints	☐
3	Dust accessible horizontal surfaces	☐
4	Spot-clean glass and doors	☐
5	Vacuum or dust mop floor	☐
6	Damp mop resilient floor as needed	☐
7	Clean break-area exterior surfaces	☐
8	Secure room and report concerns	☐

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	☐ Pass ☐ Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Exterior Entries and Grounds

Daily job card - Elementary

SEQ	TASK / EXPECTED OUTCOME	DONE
1	Inspect entrances for litter and slip hazards	☐
2	Empty exterior receptacles	☐
3	Sweep walks and thresholds	☐
4	Clean exterior glass at primary doors	☐
5	Reset mats and seasonal equipment	☐
6	Address snow, salt or tracked soil per district plan	☐
7	Check drains and standing water	☐
8	Report lighting, pavement and security concerns	☐

Quality check

Visible standard	Supervisor / employee verification
Ready for students, staff or public use	☐ Pass ☐ Correct and recheck
Supplies, odor, floor, touchpoints and room reset acceptable	Initials: _____ Time: _____

Local method and product notes

Approved product / dilution	Equipment / pad / tool	Special restrictions

Safety: Follow the label, SDS, district infection-control plan and required PPE. Never mix products.
Secure the area until surfaces and floors are safe.

Supervisor Inspection Scorecard

Inspect representative rooms and coach the process. Score the observable result, not the person.

Rating	Definition
4 - Ready	Meets standard with no correction needed
3 - Minor correction	Small gap corrected during inspection
2 - Retrain	Method or frequency gap requires coaching and recheck
1 - Unacceptable	Safety, service or repeated quality failure; immediate action required

Area	Room	Supply	Touch	Floor	Reset	Score / notes

Weekly and Monthly Work Planner

Task / area	Frequency	Assigned	Due	Complete	Verified

Break and Summer Deep-Clean Plan

Phase	Required outcome
Scope	Rooms, floors, events, construction and exclusions confirmed
Stage	Products, PPE, parts, equipment, water and storage prepared
Clear	Waste removed; contents moved or protected
High detail	High dusting, vents, vertical surfaces and fixtures completed
Floor work	Carpet, resilient, tile and gym work follows approved system
Reset	Furniture, supplies, equipment and room layout restored
Verify	Supervisor inspection, punch list and closeout documented

Zone / project	Crew	Start	Finish	Dependencies / notes

Route and Workload Builder

Square footage is one factor. Adjust for service level, room type, fixtures, floor mix, travel, setup, events, weather, security duties and student needs.

Area / rooms	Cleanable sq. ft.	Frequency	Minutes	Travel / setup	Assigned

Employee Training Record

Employee	Trainer	Route	Start date

Competency	Demonstrated	Observed	Retrain / date
Label, SDS, dilution and PPE	[]	[]	
Cart setup and tool separation	[]	[]	
Daily room sequence	[]	[]	
Restroom procedure	[]	[]	
Floor equipment operation	[]	[]	
Spill / incident response	[]	[]	
Security, keys and communication	[]	[]	
Inspection and self-check	[]	[]	

Employee signature	Trainer signature	Supervisor verification

Supply and Equipment Readiness

Item	Par	On hand	Order / repair	Owner
Liners and waste supplies				
Tissue, towels and soap				
Daily cleaning product				
Disinfectant / incident product				
Microfiber / dedicated tools				
Mops, pads and brushes				
Vacuum and filters				
Autoscrubber / batteries				
PPE and wet-floor signs				
Spill / body-fluid kit				
Parts and chargers				
Seasonal entrance supplies				

Coaching and Corrective Action Log

Date / time	Area	Observed outcome	Coaching / correction	Recheck

Coaching sequence

Recognize what is working. Identify the observable gap. Demonstrate the approved method. Agree on completion time. Return and verify.

Implementation Checklist

Complete	Launch step	Owner / date
[]	Confirm district policies and service expectations	
[]	Map every room to an area job card	
[]	Enter local products, tools and restrictions	
[]	Build routes using time, travel and service windows	
[]	Train and observe each employee	
[]	Launch supervisor inspection schedule	
[]	Set weekly and monthly work calendar	
[]	Set event, weather and incident response plans	
[]	Review results after 30 days and rebalance routes	
[]	Schedule quarterly document review	

Clean SOP Solutions principle

Clear work. One trained method. Visible standards. Fair routes. Consistent coaching.